



# 9110

**Legal Secretary/  
Administrative  
Assistant II**  
***\$15.21/hour***

Jefferson County seeks a full-time Legal Secretary/Administrative Assistant II to provide administrative support for the Family Court Commissioners. The Administrative Assistant II will also provide limited services for Family Court Services  
Starting Wage: \$15.21

High school diploma or equivalent, with at least 2 to 3 years of customer service experience, preferably in a legal setting, or any combination of education and experience that is equivalent, is required. Previous exposure to family law is preferred.

Application deadline December 11, 2015 at Noon. Visit [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov) or Human Resources for position details and application. For consideration submit application, cover letter, and resume online or send to: Jefferson County Human Resources, 311 S. Center Ave., Jefferson, WI 53549.

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